



Time management

Are you good at time management?





How do you manage
your time?

Words

1. goal (n) **gəʊl**
 2. Deadline (n) **'deɪlaɪn**
 3. Priority (n) **praɪ'ɔrəti**
 4. Task (n) **tæsk**
 5. An appointment (n) **ən ə'pɔɪntmənt**
 6. Overdue (adj) **'oʊvər'du**
 7. urgent (adj) **'ɜrɒʒənt**
- a. A plan to meet someone at a particular time.
 - b. A time or day that you need to do something by
 - c. needing to be done immediately
 - d. not done when expected
 - e. something that is important and must be done first
 - f. something that you want to achieve
 - g. something that you have to do

1. f 2. b 3. e 4. g 5. a 6. d 7. c

Time management tips



Do unpleasant task
first



Prioritize the most
important task first



Make to-do list of
your task



Make a plan for the
day and stick to it.

What other tips can you share?

Conversation questions

- What's your short-term goal?
- Which is your first priority, work or family? Why?
- What important task did you do today?
- What important appointment did/do you have this week?
- Do you pay your bills before the due or when it is overdue?

